

Statement of Work

Contract Number: EP-W-11-009

TO 0045

I. TITLE: Sustainable Communities Technical Assistance – Local Foods, Local Places (Appalachia and Eastern U.S.)

II. PERIOD OF PERFORMANCE:

From: Date of award

To: December 31, 2015

III. BACKGROUND:

This Statement of Work (SOW) is intended to expand Environmental Protection Agency (EPA) support for sustainable communities through the Local Foods, Local Places initiative of U.S. Department of Agriculture Rural Development (USDA RD), the EPA, the Appalachian Regional Commission (ARC), and the Delta Regional Authority (DRA). The primary activities under this SOW are the development of a technical assistance tool and the provision of technical assistance to thirteen communities. These thirteen communities will be east of the Mississippi River, with at least seven of them in the Appalachian region. A separate Task Order will provide for technical assistance to an additional thirteen communities in the Delta region or in areas west of the Mississippi River.

The Local Foods, Local Places initiative is based on USDA's [Seven Strategies for Economic Development](#) and the Partnership for Sustainable Communities' [Livability Principles](#). The Local Foods, Local Places technical assistance provided through this SOW is to be modeled on the technical assistance provided through the 2013-2014 USDA-EPA-ARC [Sustainable Communities in Appalachia](#) partnership. This technical assistance in Appalachia made use of a Small-Town Appalachian Revitalization tool, a copy of which will be provided to the Contractor.

Selection of the thirteen recipient communities will take into account level of interest and potential for success in:

- Producing and distributing healthful local food.
- Linking local food systems to the Livability Principles.
- Creating economic opportunities and expanding access to healthful foods among economically disadvantaged members of the community.
- Bringing together partners in business, government, education, and other relevant organizations, including local agricultural producers.

Special consideration will be given in the selection process to communities that are in the early

stages of developing or restoring local food enterprise and creating livable, vibrant neighborhoods.

This project is being amended to include additional work for one community under this program and to include the revision of the Local Foods, Local Places tool.

IV. PURPOSE AND OBJECTIVES:

The purpose of this task order is to expand sustainable communities approaches with a focus on local food enterprise and place-based economic development. The objectives of this task order are to develop a Local Foods, Local Places tool and to provide technical assistance to thirteen communities.

V. QUALITY ASSURANCE (QA) REQUIREMENTS:

Check

☐ YES if the following is required or

☒ NO if the following is not required.

The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

VI. TASKS AND DELIVERABLES:

The Task Order Contracting Officer Representative (TO COR) shall review all deliverables in draft form and provide revisions or comments to the Contractor. The Contractor shall incorporate the TO COR's comments as specified below. Final deliverable shall be in Microsoft Word or other appropriate electronic format.

Contractor personnel shall at all times identify themselves as contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task One –Manage the Project and Develop Schedule

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

To manage the project, the Contractor shall organize and conduct conference calls among Contractor team members, the TO COR, and other appropriate representatives of USDA RD, EPA, and ARC. At a minimum, the set of conference calls shall include:

- Two two-hour calls at the onset of the project to discuss the objectives, management, and schedule of the project;
- A weekly call to review progress; and

- Following the completion of technical assistance in all thirteen communities, one two-hour call to consider lessons learned.

Within 14 days of executing the task order, the Contractor shall deliver to EPA a project schedule that includes:

- The project management conference calls;
- Development of the Local Foods, Local Places (Appalachia and Eastern U.S.) tool; and,
- Delivery of technical assistance to the thirteen selected communities.

The Contractor shall update the schedule as appropriate throughout the project.

Task Two – Develop the Local Foods, Local Places (Appalachia and Eastern U.S.) Tool
(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The Contractor, in consultation with the TO COR, shall develop the Local Foods, Local Places (Appalachia and Eastern U.S.) tool in a format appropriate for delivery in the site visits described in Task Three.

The Local Foods, Local Places (Appalachia and Eastern U.S.) tool shall be based on the 2013-2014 Small-Town Appalachian Revitalization Tool and shall include:

- Sample site visit schedule, agenda, and participation list
- Sample invitations to participate in site visit meetings
- Sample presentations on local food enterprise and livable communities approaches with speaker notes as appropriate
- Sample maps
- Sample case studies and examples of best practices that involve both local food enterprises and livable communities approaches
- Sample interactive exercises to facilitate discussions among participating community members with notes for facilitator as appropriate
- Sample concluding presentation with speaker notes as appropriate

A draft of a Local Foods, Local Places (Appalachia and Eastern U.S.) tool shall be provided to EPA at least 21 days prior to the first site visit. EPA, in consultation with USDA-RD, will respond and provide comments within seven (7) days of receipt. Final draft materials shall be provided to EPA at least seven (7) days prior to the first scheduled site visit. **Following the completion of no fewer than 75% of the workshop deliveries, a final version of the Local Foods, Local Places Tool will be delivered to EPA that incorporates changes made to materials through the process of delivering assistance.**

Task Three – Deliver Technical Assistance
(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The primary delivery mechanism for the technical assistance shall be via a two day-site visit, typically taking place over consecutive days.

In advance of the site visit, the Contractor shall organize and conduct at least three conference calls with appropriate community representatives, as identified by the Contractor in consultation

with USDA RD and EPA. The purpose of these conference calls is to gather information on community goals and on local factors, plan the agenda and arrangement for the site visit, and otherwise work to ensure the successful delivery of the Local Foods, Local Places technical assistance tool. **In the case of Unity, Maine, the contractor shall conduct up to six conference calls prior to the site visit, to accommodate the additional capacity-building needs of that community. In addition, the contractor shall conduct additional pre-workshop analysis needed to address the specific needs of Unity in terms of balancing downtown revitalization goals with private property rights concerns and local food initiatives.**

Each site visit shall include the meetings and activities of the Local Foods, Local Places tool. The Contractor shall facilitate these meetings and activities, including by making presentations and facilitating interactive group work as needed.

The Contractor, in consultation with USDA RD and EPA, shall offer the community guidance on who should participate in one or more aspects of the site visit, including elected officials, local government staff, local business owners and investors, local or state USDA RD staff, local agricultural producers, and members of the community. USDA, ARC, EPA, HUD and DOT staff from headquarters or regional offices shall also be welcomed to join in site visits as appropriate.

For each of the thirteen communities, the sample materials of the Local Foods, Local Places tool shall be modified as appropriate to reflect the particular circumstances of the community, and shall include aspects of local data or information analysis and case studies that as best as possible reflect challenges and opportunities of the community.

Scheduling should typically allow for at least two weeks between site visits.

Upon completion of the site visit or visits for each community, the Contractor shall develop a next steps memo to EPA of no more than eight pages in length that documents highlights of the community discussions during the site visit and details actions the community could take. These next steps memos, which can be referred to as community action plans, shall draw on the format and types of information included in the action plans developed under the 2012 Sustainable Communities in Appalachia technical assistance program, available at http://www.arc.gov/news/article.asp?ARTICLE_ID=408.

The Contractor shall provide the next steps memo to EPA within seven days following the conclusion of each site visit. EPA, working with USDA RD and, as appropriate, ARC, will respond with comments within seven days, after which time a final draft shall be delivered to USDA RD and EPA within seven days. The Contractor shall deliver a total of thirteen next steps memos under this task.

During the two-month period following the site visit or visits, the Contractor shall conduct at least three conference calls (each call of up to one-and-a half hours) with appropriate community representatives from each of the thirteen communities to consult on next steps and implementation strategies. The Contractor shall invite EPA, USDA, and, as appropriate, ARC to participate in these post-visit conference calls. These calls should include consideration of USDA RD and other federal sources of funding that may be available for implementation of action plans.

The calls will also include consideration of local policies and programs, and other potential sources of investment and support for implementation, including from the philanthropic community.

Note that the Appalachian Regional Commission plans to make funding available for the implementation of projects identified by those communities that are in the Appalachian region.

VII. SCHEDULE FOR DELIVERABLES:

The Contractor shall provide the following specific deliverables to the EPA TO COR:

<u>TASK</u>	<u>DELIVERABLE</u>	<u>FORM AND QUANTITY</u>	<u>DATE DUE</u>
1	Schedule for Implementation	Excel Spreadsheet, updated regularly	Within 14 days of executing task order.
2	Local Foods, Local Places (Appalachia and Eastern U.S.) Tool	Microsoft Office files, Google Earth files or Adobe Acrobat files, as appropriate.	Draft materials within 21 days prior to first site visit, final 7 days prior to first site visit. Final, revised toolkit materials after the completion of at least 75% of the workshops.
3	Deliver Technical Assistance to Selected Communities	Site visit	TBD
3	Community Action Plan	Next steps and lessons learned memos	Draft within 7 days of each site visit, final within 7 days of receiving EPA's comments.

VIII. MISCELLANEOUS

Software Application files, delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:

MS Word, single-spacing, 12 point font.

Documents shall adhere to the EPA/Office of Sustainable Communities Style Guide, (See Attachment 1)

Preferred presentation format:

Power Point, Microsoft Office

Preferred portable format:

Adobe Acrobat